

MOJAVE UNIFIED SCHOOL DISTRICT

Job Description

POSITION: Bus Driver/Utility Worker I

REPORTS TO: Transportation Supervisor

CLASSIFICATION: Classified

SALARY: CSEA Salary Schedule Range 30

BOARD APPROVED: May 10, 1983

REVISION APPROVED: November 22, 1983; April 28, 1992; June 1, 2021

DESCRIPTION OF POSITION:

Under general supervision, to drive a school bus over designated routes, also special trips, assists in bus maintenance, keeps assigned grounds and/or district building areas groomed, clean, orderly and secure, performs miscellaneous repairs and general maintenance tasks independently or assists skilled maintenance personnel when necessary.

EXAMPLE OF DRIVER DUTIES:

- Drives a bus daily, or as assigned, over designated routes to pick up or discharge students, transports children and chaperones on assigned field and athletic trips. Maintains good order among students on the bus following district policies regarding the disciplining of children. Completes required paperwork. Complies with Board Policy and California Highway Patrol rules and regulations. Does minor repairs and, assists mechanics.
- Washes and waxes exterior, and cleans interior of bus, including sweeping, vacuuming disinfecting touched surfaces, and cleaning windows/mirrors.

EXAMPLES OF UTILITY DUTIES:

- Custodial: Sweeps, mops, scrubs, waxes floors, vacuums rugs and carpets, dusts, washes and polishes furniture and woodwork. Empties trash and garbage cans, washes windows, walls and doors. Cleans restrooms, sweeps sidewalks and picks up paper. Cleans drinking fountains, polishes metal work, fills paper and soap dispensers. Replaces light bulbs and replenishes supplies. Arranges furniture and equipment for special activities. Turns on and off lights, heating, air conditioning, and secures buildings and areas as required.
- Maintenance & Grounds: Loads and unloads trucks and transports materials. Operates and maintains mowers, sweepers, edgers, and other grounds related equipment. Plants, cultivates, waters, trims trees and shrubs. Repairs sprinkler systems, lines athletic fields, sprays for control of weeds, insects and diseases. Does general maintenance work on buildings, equipment and furniture. Uses a variety of hand and power tools, cleans work areas upon completion of jobs and is able to perform heavy manual labor, and to do related work as required.
 - Job location and hours will vary according to District needs.
 - Management retains the discretion to add to change the utility duties of a position at any time.

SUPERVISION EXERCISED OR RECEIVED:

Is responsible to the Transportation Supervisor and/or appropriate Supervisor when assigned as a Utility Worker.

TRAINING AND EXPERIENCE:

Graduation from high school (or equivalent)

LICENSE REQUIREMENTS:

Possession of a valid California Driver's License of appropriate class, with airbrake passenger and school bus endorsement, medical certificate and school bus driver's certificate, approved by the California Highway Patrol

Possess a current Red Cross First Aid/CPR card.

KNOWLEDGE AND ABILITIES:

- Knowledge of motor vehicle regulations, rules and a thorough knowledge of safe driving practices
- Knowledge of and basic uses of common hand tools used in building maintenance, painting, carpentry, plumbing, electrical work and basic shop practices
- Knowledge of the methods, materials and equipment used in cleaning various types of surfaces, furniture, etc.
- Knowledge of methods used in grounds maintenance.
- Ability to maintain order under difficult circumstances.
- Ability to understand and follow verbal and written instructions.
- Ability to keep records.
- Ability to maintain schedules
- Ability to climb ladders and perform heavy work
- Ability to establish and maintain effective relationships with students, fellow employees and the general public

PHYSICAL REQUIREMENTS:

- Ability to stand and sit for extended periods of time
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl
- Ability to team lift 75 pounds
- Ability to lift/carry 50 pounds
- Ability to reach in all directions

MEDICAL REQUIREMENT:

Must successfully pass a District paid Pre-Placement Medical Assessment.

Enroll in Mojave U.S.D random drug and alcohol federal testing program.

Enrolled in, and adhered to, the Federal Motor Carrier safety Administration (FMCSA) Federal policy regarding all commercial drivers.

MOJAVE UNIFIED SCHOOL DISTRICT
2023 - 2024 CLASSIFIED SALARY SCHEDULE

APPENDIX "A"

<u>RANGE</u>		<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
1	HR.	13.76	14.17	14.60	15.04	15.49	15.95
2	HR.	14.06	14.48	14.91	15.36	15.82	16.29
3	HR.	14.32	14.75	15.19	15.65	16.12	16.60
4	HR.	14.61	15.05	15.50	15.97	16.45	16.94
5	HR.	14.90	15.35	15.81	16.28	16.77	17.27
6	HR.	15.17	15.63	16.10	16.58	17.08	17.59
7	HR.	15.45	15.91	16.39	16.88	17.39	17.91
8	HR.	15.73	16.20	16.69	17.19	17.71	18.24
9	HR.	16.03	16.51	17.01	17.52	18.05	18.59
10	HR.	16.34	16.83	17.33	17.85	18.39	18.94
	MO.	2,833	2,918	3,004	3,094	3,188	3,283
11	HR.	16.65	17.15	17.66	18.19	18.74	19.30
12	HR.	16.94	17.45	17.97	18.51	19.07	19.64
13	HR.	17.24	17.76	18.29	18.84	19.41	19.99
14	HR.	17.53	18.06	18.60	19.16	19.73	20.32
15	HR.	17.82	18.35	18.90	19.47	20.05	20.65
16	HR.	18.13	18.67	19.23	19.81	20.40	21.01
17	HR.	18.43	18.98	19.55	20.14	20.74	21.36
	MO.	3,195	3,290	3,389	3,491	3,595	3,703
18	HR.	18.75	19.31	19.89	20.49	21.10	21.73
19	HR.	19.05	19.62	20.21	20.82	21.44	22.08
20	HR.	19.37	19.95	20.55	21.17	21.81	22.46
	MO.	3,358	3,459	3,563	3,670	3,781	3,894
21	HR.	19.68	20.27	20.88	21.51	22.16	22.82

22 HR. 19.97 20.57 21.19 21.83 22.48 23.15

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23	HR.	20.28	20.89	21.52	22.17	22.84	23.53
	MO.	3,516	3,621	3,731	3,843	3,960	4,079
24	HR.	20.59	21.21	21.85	22.51	23.19	23.89
25	HR.	20.90	21.53	22.18	22.85	23.54	24.25
26	HR.	21.22	21.86	22.52	23.20	23.90	24.62
27	HR.	21.52	22.17	22.84	23.53	24.24	24.97
	MO.	3,731	3,843	3,960	4,079	4,202	4,329
28	HR.	21.85	22.51	23.19	23.89	24.61	25.35
29	HR.	22.15	22.81	23.49	24.19	24.92	25.67
30	HR.	22.46	23.13	23.82	24.53	25.27	26.03
	MO.	3,894	4,010	4,129	4,253	4,381	4,513
31	HR.	22.77	23.45	24.15	24.87	25.62	26.39
	MO.	3,947	4,065	4,187	4,311	4,441	4,575
32	HR.	23.07	23.76	24.47	25.20	25.96	26.74
33	HR.	23.38	24.08	24.80	25.54	26.31	27.10
34	HR.	23.69	24.40	25.13	25.88	26.66	27.46
	MO.	4,107	4,230	4,357	4,487	4,622	4,760
35	HR.	24.00	24.72	25.46	26.22	27.01	27.82
36	HR.	24.32	25.05	25.80	26.57	27.37	28.19
37	HR.	24.62	25.36	26.12	26.90	27.71	28.54
38	HR.	24.93	25.68	26.45	27.24	28.06	28.90
39	HR.	25.22	25.98	26.76	27.56	28.39	29.24
40	HR.	25.53	26.30	27.09	27.90	28.74	29.60
41	HR.	25.83	26.60	27.40	28.22	29.07	29.94

	MO.	4,478	4,611	4,750	4,892	5,040	5,190
42	HR.	26.11	26.89	27.70	28.53	29.39	30.27
43	HR.	26.42	27.21	28.03	28.87	29.74	30.63

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44	HR.	26.70	27.50	28.33	29.18	30.06	30.96
45	HR.	27.00	27.81	28.64	29.50	30.39	31.30
46	HR.	27.29	28.11	28.95	29.82	30.71	31.63
47	HR.	27.57	28.40	29.25	30.13	31.03	31.96
48	HR.	27.85	28.69	29.55	30.44	31.35	32.29
	MO.	4,828	4,974	5,123	5,277	5,435	5,598

Effective July 1, 2019, each Step beyond Step F (6) will increase by 3.00%.

Ranges which include 12-month positions have a Monthly amount listed, as well as Hourly.

Per Article II. D.

Due to the agreement reached in 2019-2020, the longevity increases will no longer apply. As of July 1, 2020, longevity will be frozen. For employees who were beyond Step F (6) and receiving longevity as of June 30, 2020, the longevity earned will be added to the current Range and Step to calculate normal pay.

Per Article II. G.

With prior District approval, eligible employees shall receive \$255.00 per year for each 12 semester units of approved college courses, adult evening school courses with a grade of "C" or better, District-sponsored workshops, institute lecture programs, or other programs designated by the Superintendent or designee, all of which relate to the employee's assignment. In the event that a unit value is not previously specified, a half-unit of credit will be granted for an eight-hour course. Payment for prior approved courses shall begin once official transcripts have been provided to the District and will be effective the following month. Transcripts shall remain the property of the District.

New employees are eligible to receive pay for approved college/university credits earned prior to employment once official college/university transcripts have been provided to the District and will be

Effective: 7/1/2023

Board Approved: 7/12/2023